

BID#2020-01 Data Analytics Bid
DATE: December 3, 2019
INSTRUCTIONS TO BIDDERS

Madison City Board of Education will receive sealed bids for **BID#2020-01 Data Analytics Bid** hereinafter described and specified in Exhibit A.

All proposals must be in sealed envelopes and shall be in the hands of Eric Haynes, Madison City Central Office Accounting Supervisor, no later than **9:59 a.m. on December 3, 2019**. The bid opening will be held at **10:00 a.m. (Central Standard Time) on Tuesday, December 3, 2019** at the Madison City Board of Education Central Office, 211 Celtic Drive, Madison, Alabama.

Sealed bids may be **mailed** to Madison City Board of Education, ATTN: Eric Haynes, Madison City Central Office Accounting Supervisor, 211 Celtic Drive, Madison, AL 35758, or **delivered** to the Madison City Board of Education Central Office located at 211 Celtic Drive, Madison, AL 35758.

Proposals for furnishing the equipment shall be filled out where called for in the blank spaces on the bid sheet proposal forms. The original signature shall be in longhand and shall be the legal name of the bidder, or the authorized to sign. The completed form should be without interlineations, alteration or erasure. The original proposal must be submitted in ink. Any additional copy requirements will be identified in the specifications.

No oral, telegraphic or telephone proposals or modifications will be accepted. The bidder, before submitting a proposal, shall carefully examine the specifications to fully inform himself as to all conditions and limitations.

All items delivered shall be free from defects in materials and workmanship. Any and all items found to be defective or failing to meet specifications shall be deemed unacceptable, removed from the premises and replaced by the equipment manufacturer at no cost to the owner.

All bids shall remain in force for a period of **One (1) Year with an option to renew for four (4) additional years** and may be rejected by the owner at any time prior to the expiration of this period. The owner reserves the right to reject any/or all bids as may be deemed best for his interest, and reserves the right to award the contract or contracts to other than the low bidder if in the interest of the ultimate economy and standardization to do so.

All bids received shall guarantee items bid to meet or exceed specifications listed. If quoting other than specified, pictures, description and specifications shall accompany all bids. Bidder shall specify make and model quoted.

Items furnished, as a result of this bid **shall be delivered prices** to purchaser, and must meet or exceed the specifications indicated on the quotation sheet. Items not conforming to specifications may be rejected and returned at the vendor's expense.

Items not delivered in accordance with the specifications general and/or special conditions of this bid concerning quantity and quality, etc., may be purchased on the open market and any increase of cost over the bid price shall be charged to the vendor.

All materials, equipment, etc., shall be new and of kind specified, and shall be in undamaged condition when turned over to the owner. Vendor shall be responsible for making any claims for items received damaged in shipment.

All prices submitted on this proposal are to be delivered prices and shall not include any state or local taxes.

Reference to brand name, manufacturer's suppliers, catalog numbers, etc., is intended to set quality standards and does not exclude bids from others as long as quality standards are met. It is the owner's intent not to accept a

lesser quality than is set forth in these specifications. Manufacturer's specifications shall prevail as if written in full detail.

All bidders are to submit bids on bid sheet proposal forms furnished by the Madison City Board of Education, which are enclosed. All items must have a unit price and extended price. In case of discrepancies, the unit price shall govern.

Quantities given herein are believed to be correct, but the right to alter or vary these quantities or the right to purchase additional materials above the stated herein at the bid price is reserved.

Questions regarding the technical aspects of the bid should be directed to:

Diona Cozzolino
Madison City Board of Education
(256)464-8370 ext 10251
dcozzolino@madisoncity.k12.al.us

Questions regarding the formalities of the bid process should be directed to:

Eric Haynes
Madison City Board of Education
(256)464-8370 x 10228
ehaynes@madisoncity.k12.al.us

BIDDERS ARE REQUESTED TO RETAIN THESE SPECIFICATIONS, CONDITIONS AND INSTRUCTIONS FOR FUTURE REFERENCE.

I. GENERAL INFORMATION

- A. These instructions, conditions, and specifications are in addition to and are part of the instructions and conditions that appear on the printed Madison City Schools' "BID SHEET" form, and shall govern the selections of the items listed.
- B. All bid forms shall be signed and dated by the vendor on the forms provided and then returned to the Madison City Schools Board of Education Purchasing Department. If not signed and dated, it will be considered as non-responsive to the bid request. Three (3) non-responsive bid requests will result in a vendor being removed from the Madison City Schools Board of Education's vendor list.
- C. In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition error(s), the bidder's total will be corrected accordingly. Bidders must check their proposals for any such errors and state the discount(s) in the proposal where applicable. Failure to do so will be at the bidder's risk.
- D. If installed by the vendor, the vendor is responsible for the prompt removal of all debris resulting from this bid.
- E. The Madison City Schools may not award on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, terms of payment, transportation, dates of delivery, past service, and experience are among the factors that may be considered in determining the responsive/responsible bidder.

- F. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive and their bid bond/check will be forfeited to the Madison City Schools. After refusal by the first bidder, the bid may be awarded to the next lowest bidder.
- G. Specifications are written as if in full detail. Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size, and quality of materials, products, service or equipment consideration best adapted to the Board's intended use.
- H. Vendors shall bid on all items within the specified group/category. It is the intent of the Madison City Schools to award the bid by groupings/categories or as a total package bid award, however, the Board reserves the right to award the bid in any manner, which will best serve the interest of the Madison City Schools.
- I. The successful bidder shall guarantee all material and labor for a period of not less than **One (1) Year** against defects of material or workmanship. The guarantee shall be dated from the time of acceptance. The successful bidder shall replace any material proved to be defective (except when it is clearly shown that the defects are caused by misuse and not by the manufacturer) immediately upon notification. Additional warranty considerations may be a factor in the bid award.
- J. The Madison City Schools is tax exempt from all tax (Tax I.D. 63-1192346). This statement is in no way to be construed as relieving the seller or contractor from their tax obligation.
- K. Bids delivered in Federal Express, UPS, or any other such deliverer's envelope shall be sealed in a separate envelope inside the deliverer's packaging. The bid name, number and bid opening date shall be written on the outside of deliverer's envelope. Failure to do this may cause the bid to be inadvertently opened and thus rejected.
- L. The Madison City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

Coordinator of Personnel

[211 Celtic Drive, Madison, AL 35758](mailto:211.Celtic.Drive.Madison.AL.35758)

[256-464-8370](tel:256-464-8370) Ext. 10231

II. METHOD OF AWARD

- A. Madison City Schools reserves the right to accept the lowest bid on all items combined from one bidder or any feasible combination of bids by items from different companies that result in the low bid.
- B. The award will be made to the lowest responsive and responsible bidder or bidders meeting requirements and specifications. Bidders will be responsible for furnishing all product requirements, requested on the bid, to the individual schools and other various locations within Madison City.
- C. In the event the low bidder refuses to accept the entire requirements in a category without deviation, the bid may then be considered non-responsive.

- D. A refusal by the first low bidder may result in the bids being awarded to the next low bidder meeting the requirements and specifications.
- E. The Madison City Schools reserves the right to accept or reject any or all bids.
- F. The award will be made in accordance with Code of Alabama 1975 Section 16-13 B-1- B-11.
- G. The decision of the Madison City Schools will be final.
- H. Award will be made on unit price basis, extended price basis, or for other reasons mentioned in I. General Information, Paragraph E., that will best serve the interest of the Madison City Schools.

III. CONTRACT PERIOD

- A. The contract period shall be for **One (1) Year with an option to renew for four (4) additional years.** The contract will start on December 11, 2019.

IV. PRICING

- A. Prices are to be quoted by the “Unit” indicated on the face of the “Bid Sheet” form.
- B. Prices are not to exceed two (2) decimal places.
- C. The bidder offers and agrees to furnish all items upon which prices are quoted, at the price set for each item, in the quantity as stated on the bid; delivered to the various locations, in amounts ordered.
- D. Firm prices shall be bid and include all packaging, handling, shipping, and delivery charges to the mentioned destination of the Madison City School’s locations(s) as listed on the Purchase Order. Each carton or package for each purchase order to have the following information: Name of School, Care of Madison City Schools, Individual’s name on the order, Purchase Order Number, Serial Number (if applicable).
- E. Madison City Schools reserves the privilege to rebid or re-negotiate any item(s) if price(s) are beyond amount anticipated or negotiations are unsatisfactory.

V. QUANTITIES

- A. The quantities of items specified herein are based upon estimated use. Because quantities listed are estimated, they may be increased or decreased according to needs of various locations.
- B. Bidders are cautioned that to incur financial obligations by purchasing materials not normally stocked for this bid will not be reason for reimbursement of costs incurred.

VI. METHODS OF PURCHASING

- A. Once the bid is approved, a letter will be issued to the awarded vendor(s). This letter does not authorize purchases of material or equipment. Purchase orders will be issued as authorization for all purchases. If the supplier fails to deliver items within the time specified, Madison City Schools reserves the right to award the bid to the next lowest responsible bidder.

VII. BACK ORDERS

- A. Items temporarily out of stock shall be a minimum. When this occurs, the Procurement Director or designated representative may determine the method used to obtain such items. Alternative procurement methods will only be utilized for temporary shortages.
- B. If items are out of stock, the Procurement Director will be notified, as early as possible, in writing. Excessive backorders will be grounds for contract cancellation.

VIII. CANCELLATION

- A. No item in the bid is to be canceled without the prior consent of the Madison City Board of Education.

IX. DEFAULT

- A. If at any time the vendor makes a delivery that is not in accordance with the instructions, conditions, and specifications set forth by the Madison City Schools, without the consent of said Madison City Schools, such delivery shall constitute grounds for the cancellation of the contract and/or removal of this vendor from the Madison City Schools' mailing list, for not less than one (1) year.
- B. Any vendor issuing any type of gift, stamps, premiums, or other type of favor to any employee of the Madison City Schools shall constitute grounds for the cancellation of the contract, and shall be excluded from the mailing list of all purchases of the Madison City Schools.

X. INDEMNITY

- A. The responsible bidder shall indemnify and hold harmless the Madison City Schools, its officers and employees from all loss, claims, suits or actions of every kind and character made upon or brought against the Madison City Board of Education, its officers and employees for or sustained by any party or parties as a result of any act, error omission or negligence of said responsible bidder or its servants, agents and subcontractors; and also from all claims of damage in fulfilling this contract.

XI. SPECIAL REQUIREMENTS

- A. Madison City Schools reserves the right to purchase any items inadvertently omitted, from the vendor who is awarded a particular category.
- B. Madison City Schools reserves the right to cancel the contract or any category at any time without penalty if service, quality, or delivery is not satisfactory if continuation of the contract or category is determined to be inconsistent with the best interests of Madison City Schools.
- C. **IF APPLICABLE:** All contractors submitting proposals for service type and/or construction type contracts, shall provide a copy of Madison City and all required State of Alabama license(s) within 48 hours of the bid opening date and time. License numbers and residency shall be written on proposal/quote/bid sheet. **It is incumbent upon the bidder to provide the required type of license for the item(s)/services being bid.**

- D. **IF APPLICABLE: A copy of the General Contractor's license shall be submitted at bid opening.** A "General Contractor" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement in the State of Alabama where the cost of the

undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama.

- E. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following reasons:
 - a. Failure to use the bid forms furnished by the Madison City Schools.
 - b. Lack of signature by an authorized representative on the bid form.
 - c. Failure to properly complete the bid form.
 - d. Lack of vendor compliance.
 - e. Evidence of collusion among bidders
 - f. Unauthorized alteration of the bid form.
- F. The Madison City Schools assumes no legal liability to purchase items or services under any contract until funds are appropriated for that particular fiscal year.
- G. Where both Instructions To Bidders (ITB) and Special Conditions relate to the same thing, the Special Conditions will prevail; that is, the specific language will take precedence over the more general wording, however, where both the ITB and Special Conditions may be given reasonable effect, both are to be retained.
- H. **The Madison City Schools has the option in place to make payments via Purchasing Card instead of a check for purchases from this solicitation. This form of payment significantly reduces payment time to three to five days once services are rendered and the invoice is submitted. Unless exception is noted in the bid response, the bidder, by submitting a bid agrees to accept the Purchasing Card as an acceptable form of payment and may not add additional services fees/handling charges to purchases made with the Purchasing Card.**

XII. MANUFACTURER'S NAME AND SUBSTITUTIONS

- A. Any bidder wishing to supply alternate equipment other than that specified shall submit a request for substitution to the Madison City Schools at the Pre-Bid Conference or at least ten (10) days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled.
- B. If APPLICABLE - Bidders requesting such substitutions are cautioned to examine mechanical and electrical plans and building conditions to determine if such substitution will require changes in mechanical or electrical or require rearrangement. If any of the above changes would be involved, a layout of such changes and any additional cost (itemized) must be submitted with the request for substitution. If proposed substitutions entail additional cost which was not submitted with the request for substitution and approval is granted, bidders shall be responsible for such costs.
- C. In addition, a request for substitution must be accompanied by the manufacturer's specifications and a "Substitution Request Form" which provides the Madison City Schools with a detailed description of the manner in which proposed substitution conforms and/or varies from the item specified. No request for substitution will be considered without an accompanying "Substitution Request Form".
- D. It is understood by the Madison City Schools that no agent, dealer, broker or agency may bind a manufacturer beyond the manufacturer's own printed literature. Therefore, any party submitting a Substitution Request Form stating compliance with a feature specified for the prime specified item or as an option for that item in the manufacturer's literature, may be accompanied by a letter on the

Manufacturer's own letterhead stating that the manufacturer shall comply with the specified feature and such compliance shall not adversely affect the manufacturer's product performance, reliability, durability, appearance or affect the warranty.

- E. If the substituted item is approved and subsequently installed and upon final inspection found to deviate from the specifications in a manner not detailed in the "Substitution Request Form", the Contractor shall, at the discretion of the School Board, bring the equipment into compliance with the specifications at his own cost. In consideration of the job stage at the time of final inspection, the Contractor shall take no more than 5 working days to make this replacement. Bidders are encouraged to review the replacement. Bidders are encouraged to review the "Substitution Request Form" prior to using such items in their bid. Awarded Contractor shall be responsible for deviations not detailed in the "Substitution Request Form" submitted FROM ANY SOURCE. Approval of submittals by the Madison City Schools does not relieve the Contractor of this condition. The "Substitution Request Form" can be found at the end of this document.
- I. No request for substitution will be considered after the Pre-Bid Conference or after 10 days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled, except in instances where the item is no longer available. The Madison City Schools Procurement Director or designated representative will approve exceptions when availability of product is in question.

**MADISON CITY BOARD OF EDUCATION
SUBSTITUTION REQUEST FORM**

VENDOR NAME _____ BID # _____

BID NAME _____

ITEM # _____

ITEM DESCRIPTION _____

REQUESTED SUBSTITUTE _____

HOW IS SUBSTITUTE SIMILAR* _____

HOW IS SUBSTITUTE DIFFERENT* _____

MANUFACTURERS SPECS MUST BE INCLUDED.

APPROVAL DATE

APPROVED BY

Proposal Check List

The following is a checklist of requirements developed by the Madison City Board Of Education that may assist in the preparation of your proposal. This list is not all-inclusive and is made available for your convenience. The Instructions To Bidders and Addenda (if issued) specify all proposal requirements and should be read thoroughly to ensure that all bid requirements are met. The following list identifies some common reasons why bids are rejected and considered non-responsive:

- **Failure to comply with H.B. 56 Alabama Immigration Law(in bold print on 1st page)*****
- Bid opening date and time (late submission)
- Original signatures and date on proposal required (copies submitted)
- Proposal should be without: interlineations, alteration or erasure (do not use white out, do not line through and initial, do not change figures on pricing sheet, etc. Pricing sheet should be without corrections.) ***
- Bid Bond/Certified Check requirements (in bold print on 2nd page), **if applicable** ***
- Product specifications do not meet requirements
- Incomplete bids ***
- Bids not identified on UPS, Federal Express, etc. packages, thus inadvertently opened ***
- Copies of licenses not submitted when required along with license number written on bid sheet ***
- Failure to use bid forms supplied with bid packet
- Failure to fill out bid form correctly
- Late substitution requests (see X. Manufacturer's Name and Substitutions) ***

Note: *** - Most common reasons why bids are rejected.

Please read the Instructions To Bidders for specific requirements as they can change from bid to bid. The goal of the Madison City Board of Education is to provide for fair and open competition. Following the Instructions To Bidders will ensure that all proposals are considered.

Thank you.

Notice of Alabama Immigration Law Compliance Requirements to all Contractors of LOCAL BOARD OF EDUCATION

As a Contractor, as defined in the Act, to the LOCAL BOARD OF EDUCATION ("Board"), it is critical to your relationship (future or continuing) with the Board that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly, please provide your Affidavit of Immigration Compliance with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the Board immediately.

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **The contractor's E-Verify Memorandum of Understanding must be included with the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. **If your company is not an Alabama based company or does not have employees that work in the State of Alabama, you must include in your bid package submittal, a memo on company letterhead stating this fact.** An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

"By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

The amended law also changed the definition of SUBCONTRACTOR to "A person, business entity, or employer who is awarded a portion of an existing contract by a contractor, regardless of its tier." Another provision states, "Furthermore, during the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. This subsection shall only apply to subcontractors performing work on a project subject to the provisions of this section and not to collateral persons or business entities hired by the subcontractor."

Return E-Verify documentation with bid submittal

**Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 125-49, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS LISTED ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	Bid Number of Project Name
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Name(s) and Title(s) of Authorized Representative(s)

Signature(s)	Date
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Return this form with bid submittal

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participant in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, the bidder certifies that:

1. This bid has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid has not knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids to any other bidder, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership, company or corporation to submit or not to submit a bid.
4. The person signing this bid certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as the person signing in its behalf.

COMPANY: _____

PRINT NAME

OF AUTHORIZED PERSON: _____

TITLE: _____

SIGNATURE: _____

(Officer of the Company)

Return this form with bid submittal

OWNER DISCLOSURE CERTIFICATE

Company Name: _____ Date: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

The company bidding is:

Manufacturer: _____ Dealer: _____ Representative: _____ Corporation: _____

Partnership: _____ Sole Owner: _____ Minority-Race _____ Woman Owned _____

I certify that the above information is true and correct:

Authorized signature: _____

Print name of authorized person: _____

Title: _____

Return this form with bid submittal

Certification of Pricing Sheet

VENDOR NAME: _____

VENDOR MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE: _____ FAX NUMBER: _____

BUSINESS LICENSE NO.: _____

MINORITY BUSINESS: YES OR NO (IF YES, PLEASE PROVIDE DOCUMENTATION)

IF NO BID, STATE REASON: _____

POSTING OF BID TABULATIONS:

Bid tabulations with recommended awards will be available for review by interested parties at the locations where bids were opened. Failure to file a protest within 72 hours after bid opening shall constitute a waiver of proceedings. All bidders are encouraged to attend the bid opening. No information or opinion concerning the ultimate outcome will be given while consideration of the award is in progress. Bid award may be held for NINETY (90) days pending evaluation.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the invitation to Bid, including but not limited to certification requirements in submitting bid to an agency for the State of Alabama. The bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the State of Alabama all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust Laws of the United States and the State of Alabama for price fixing relating to the particular commodities or services purchased or acquired by the State of Alabama. At the State's discretion such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.

Authorized Signature

Date

****PLEASE RETURN THIS SHEET WITH PRICING SHEET****

Return this form with bid submittal

Payment/Procedure Terms

As part of an ongoing effort to streamline our purchasing process and improve the timeliness of payments to you, The Madison City Board of Education would like to invite you to participate in one of two of our new electronic payment programs:

Virtual credit card payments

You will submit your invoices in the usual manner. Once approved, a payment notification will be routed to you immediately by email. This email contains remittance information and outlines each invoice number(s), the total amount being paid, and the card information to process the transaction through your existing card acceptance process. The funds will be loaded onto a zero balance card that is exclusive for The Madison City Board of Education.

If you choose to enroll in this process, please complete the “Virtual credit card payment enrollment form” and include with your sealed bid packet. If you are the winning vendor, you will then be contacted by our enrollment partner, FEDAC Processing Company, to answer any questions you may have and to further explain the process if necessary. If you have any questions or need assistance, you can call FEDAC toll-free, at 1-888-621-3585, to speak directly with a representative.

If this process is not compatible with your current resources, FEDAC can present an alternative method where all approved transactions are processed on your behalf and the funds are deposited directly into your checking account. This process is referred to as Deposit-Pay and only applies to transactions between The Madison City Board of Education and your company.

Benefits to your company include:

- Invoices are paid weekly as soon as they are processed.
- Accelerating the receipt of cash, as funds are typically deposited within 48 hours of the payment transaction.
- Eliminating check processing and collection costs associated with lost or misplaced checks.
- Reducing exposure to check fraud and credit card fraud because the card is at a zero balance until the Madison City Board of Education funds it.
- Going green-paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks.

If you have any questions regarding Virtual credit card payments, please contact Tammy Simms at tsimms@madisoncity.k12.al.us or 256-464-8370.

ACH Payments

In lieu of receiving a check for goods and/or services provided to The Madison City Board of Education, your company's payment will be sent via electronic transfer and automatically credited to your account at your financial institution. You would still invoice us as usual; however, once the invoice(s) is approved and processed for payment, an electronic remittance advice would be emailed to your company and your bank account would be credited.

If you choose to enroll in this process, please complete the "ACH payment enrollment form" and include with your sealed bid packet.

Benefits to your company include:

- ACH offers cost savings to the vendors and to The Madison City Board of Education.
- Funds are credited and available to the recipient without the need for making manual deposits.
- Increases payment security.
- Eliminates the 2 to 3 day mail time.

If you have any questions regarding ACH payments, please contact Tammy Simms at tsimms@madisoncity.k12.al.us or 256-464-8370.

Virtual Credit Card Enrollment Form

This form is to be completed in order to initiate the virtual credit card payment process.
To access the fillable form online please go to www.madisoncity.k12.al.us and look under the Business & Finance section/forms/vendor

Please provide the contact information of the person(s) or department responsible for setting up this payment process.

COMPANY NAME: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

Please ensure you have attached a W-9 to this worksheet.

For Madison City Business Office Use Only

Date of Contact: _____

Vendor #: _____

Virtual Payment Vendor: _____

Return this form with bid submittal

ACH Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments
To access the fillable form online please go to www.madisoncity.k12.al.us
and look under the Business & Finance section/forms/vendor

Payee/Company Information:

Name:	
Current Mailing Address:	
SSN or Tax ID (required):	Contact Person Name(required):
Telephone:	Fax:
Email Address(required):	

Financial Institution Information:

Name:
Address:
Nine-Digit Routing Transit Number(usually first set of 9-digit numbers at bottom of check):
Account Number:
Type of Account: _____Checking _____Savings
Name of Payee or Authorized Official (Please print):
Signature and Title of Payee or Authorized Official (Required):
Date:

A voided check must accompany this form in order to receive payments electronically.

Please ensure you have attached a W-9 to this worksheet.

NEW VENDOR CONTACT INFORMATION

This form is to be completed before the Madison City Board of Education can perform business with the vendor.

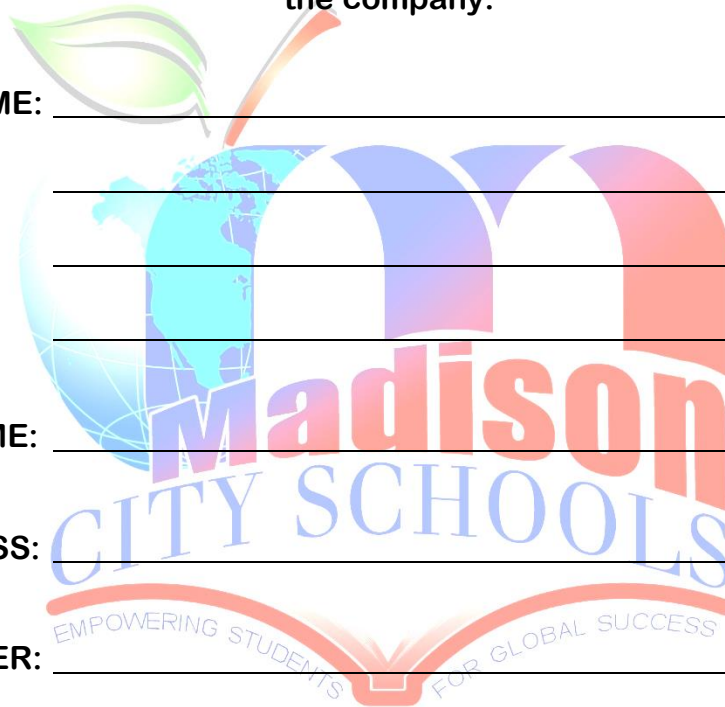
The information provided below will be used to conduct correspondence with the company.

COMPANY NAME: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____



Please ensure you have attached a W-9 to this worksheet.

Failure to do so will result in a delay in service.

****Please remit a W-9 along with your bid packet ****

For Business Office Use Only

Date of Contact: _____

Vendor #: _____

Return this form with bid submittal

**Madison City Board of Education
2020-01 Data Analytics Bid**

SPECIFICATIONS

Data Analytics Bid Specifications

Madison City Schools is seeking a data analytics platform that is able to pull data from many different sources in order to perform analysis of the data and present visual displays of the data. This platform will allow Madison City Schools to create and edit data visualizations in order to customize how the data is used and shown. The data of interest will include student data from PowerSchools, Renaissance, ACT, Advanced Placement, other district tests as well as operations, finance, and personnel.

A demonstration may be required if necessary. **Demonstrations will be scheduled December 4-6. No exceptions can be made. Demonstrations can be done in person or through a webinar.**

DATA

Data Transfer

- The system shall support scheduled data imports (data refreshes) from external applications.
- The system shall support customized data imports and exports.
- The system shall support data imports on customized time frames. (Example: nightly, daily, hourly)
- The system shall provide the ability to cache query results for faster results.
- The system shall allow the District to use a distinct (or unique) count for all data points for students who have simultaneous, multiple enrollments.
- The system shall allow the District to use a distinct (or unique) count for students who have simultaneous, multiple enrollments.
- The system shall provide tools that allow for creating programmable extract/transform/load procedures for all supported data sources.

Data Sources

- The system shall provide the ability to connect to, extract, report, and visualize data from a wide variety of data sources.
- The system shall provide the ability to connect to, extract, report, and visualize data from SQL Server (tables and views).

- The system shall provide the ability to connect to, extract, report, and visualize data from MySQL.
- The system shall provide the ability to connect to, extract, report, and visualize data from MS Excel.
- The system shall provide the ability to connect to, extract, report, and visualize data from flat files (comma separated, tab delimited, fixed width).
- The system shall provide the ability to connect to, extract, report, and visualize data from generic ODBC.
- The system shall provide the ability to connect to, extract, report, and visualize data from Web-services.
- The system shall provide the ability to connect to, extract, report, and visualize data from GIS Shapefiles.
- The system shall provide the ability to dynamically update reports, graphs, and charts from all data sources with easy access.
- The system shall provide the ability to display multiple data sources in one visualization (e.g., display data from multiple sources in separate graphs in a multi-graph dashboard).
- The system shall provide the ability to calculate/derive columns and fields.
- The system shall provide the ability to calculate/derive columns and fields, with an expression language that includes numeric functions (e.g., mathematical, statistical).
- The system shall provide the ability to calculate/derive columns and fields, with an expression language that includes string manipulation functions (e.g., concatenation, substring, regular expressions).
- The system shall provide the ability to calculate/derive columns and fields, with an expression language that includes date manipulation functions (e.g., date formatting, date parts, date addition/subtraction, date parsing).
- The system shall provide the ability to calculate/derive columns and fields, with an expression language that includes type casting functions (e.g., string to integer).
- The system shall provide the ability to calculate/derive columns and fields, with an expression language that includes logical expressions (e.g., comparisons, if statements, case statements).
- The system shall provide the ability to combine datasets within the tool.
- The system shall provide the ability to propagate metadata changes for a data source to all reports, graphs, and charts that use the data source.

- The system shall provide the ability to identify the usage of data sources, along with fields within a data source, in all reports, charts, and graphs.

Data Export

- From within the system, end users must be able to export the data underlying any visualization.
- End users shall have the ability to export any displayed data or filtered subset of data to the latest version of Excel.
- End users shall have the ability to export any displayed data or filtered subset of data to a flat file (comma separated, tab delimited).
- End users shall have the ability to export any displayed data or filtered subset of data to PDF (.pdf).
- Export data formats shall handle current and prior versions of the application product.
- The system shall provide the ability to export graphs, charts, and dashboards.
- The system shall provide the ability to export graphs, charts, and dashboards to an image format (.jpg, .gif, or .png).
- The system shall provide the ability to export graphs, charts, and dashboards to a document format (.pdf).

Data Governance

- The system provides a method for making data sources available to analysts.
- The system provides the ability to mark data sources as approved for use.
- The system provides individual users to save datasources, with the ability to have them promoted to approve sources for others to use.

Analytics

- The system shall provide basic analytic functions including sorts, merges, sampling, summing, averages, minimum, maximum, and group by.
- The system shall provide customizable time series analysis (e.g., year to date, year over year).
- The system shall provide support for advanced statistical functions such as correlations, standard deviations, forecasting, regression, clustering, and segmentation.
- The system shall provide support for cohort, trending, and longitudinal analyses.

- The system shall provide integration with the R statistical language functions and model. (R is a free software programming language and software environment for statistical computing and graphics.)

VISUALIZATION CREATION & DEVELOPMENT TOOLSET

General

- The system shall provide what you see is what you get (WYSIWYG) development tools, such as desktop and web-based toolsets, to develop visualizations.
- The system shall provide a Windows-based client for visualization development.
- The system shall provide a Macintosh-based client for visualization development.
- The system shall provide the ability to save database credentials while developing visualizations and dashboards.
- The system shall provide the ability to place interactive user objects (e.g., legends, filters, and charts) anywhere in the screen. The developer should be able to work with a template or should be able to work from a "blank slate" to place items precisely where needed to create easy-to-read, and aesthetically pleasing dashboards.
- The system provides secure on-line access to all data from any location within the District or external to the District by authorized users, for the purpose of report generation.
- The system is scalable to support thousands of concurrent users.
- The system provides rapid response times for report generation from anywhere in the District.
- The system provides a demo via a sandbox/training environment.
- The system provides role-based security with several levels of user permissions, based on Microsoft Azure Active Directory.
- The system shall allow Single-Sign-On (SSO) using MS Azure Active Directory credentials.
- The system provides the ability to track and report on use of the system.
- The system uses a minimum 128 bit SSL encryption.
- The system uses common/compatible data access, database and data communication capabilities across all system components.
- The system documentation is complete, easy to read, and fully illustrated. Documentation is available in multiple forms (e.g. online help, web tutorials, and video).
- The system has the ability to easily handle changes to the data model in the District's expanding production systems.

- The system can also easily handle the addition of new source information systems.
- The system shall provide the ability to extend the toolset beyond the provided tools.
- The system provides tools for online analytical processing (OLAP). It enables a technically skilled user to easily and selectively extract and view data from different points-of-views, and to analyze different dimensions of multidimensional data. For example, it provides items, series, and trend analysis views.
- The system provides the capability to display color coded scorecards which provide lists of measurements used to evaluate organizational performance. Scorecards compare actual results to target ones and discern trends over a period of time.

Ad-Hoc Report Creation

- The system shall provide the ability for technically skilled users to create and save new visualizations and publish to users.
- The system provides means for creating new calculations. The tool needs to allow new or adjusted calculations at the user level rather than waiting for a change on a packaged query.

Graph/Chart Color Selection

- The system shall provide the ability to create custom color schemes using any possible RGB or HEX values.
- The system shall provide the ability to create custom palettes per visualization.
- The system shall provide the ability to assign colors to specific data series.
- The system shall provide the ability to create templates or themes that can be used across multiple visualizations.
- The system shall provide the ability to assign transparency levels to colors.
- The system shall provide the ability to assign color gradients to ranges of data.

Tabular Data Display

- The system shall provide the ability to display data in a tabular format.
- The system shall provide the ability to configure a limit for the number of rows displayed or returned.
- The system shall provide the ability to choose between paginated and scrollable tabular data displays.
- The system shall provide the ability for end users to sort data.
- The system shall provide the ability for end users to sort data with one click on a column header.

- The system shall provide the ability for end users to filter data by multiple columns at their discretion.

Navigation

- The system shall provide the ability to have multiple screens/views in a visualization.
- The system shall provide the ability to navigate between multiple screens/views in a visualization using a tabbed interface.

Responsive Design

- The system shall provide dynamic resizing of visualizations on multiple devices (i.e. responsive design).
- The system shall provide the ability for developers to limit percentage of visualization's dynamic resizing.
- Visualization can be created once and can be accessed from any approved web browser and mobile device.
- Visualization can be created once and can be accessed from any approved web browser and mobile device and look the same in both desktop and mobile environments.

Embedded Content in Visualization

- The system shall provide the ability to set images as backgrounds for visualizations.
- The system shall provide the ability to embed documentation and other support within the visualization (e.g., web page).
- The system shall provide the ability to link to and display within the visualization external content with file types to include but not limited to web pages (.html), portable document format (.pdf), and images (.jpg, .gif, .png).

Embedding Visualization in Web Pages

- The system shall provide the ability to embed any visualization into external websites without the need for plugins (i.e., no Flash, no Silverlight) while maintaining interactivity.
- The system shall provide the ability for JavaScript API to programmatically interact with visualizations embedded in a web page (e.g., ability for JavaScript commands to pass parameters to the visualization to control filtering and/or sorting).

Programmable System Administration

- The system shall provide the ability to be programmatically managed via a well documented REST API.
- Programmable administration of the system shall include the ability to manage security groups and users.
- Programmable administration of the system shall include the ability to manage security rights applied to system content.

- Programmable administration of the system shall include the ability to manage dashboard content (add/modify/delete).

Chart and Graph Types

- The system shall provide the ability to generate a variety of types of charts and graphs.
- The system shall provide the ability to generate column and bar charts (clustered and stacked).
- The system shall provide the ability to generate line graphs.
- The system shall provide the ability to generate bullet charts.
- The system shall provide the ability to generate box and whisker charts.
- The system shall provide the ability to generate scatter plots.
- The system shall provide the ability to assign categories to either axis in scatter plots.
- The system shall provide the ability to generate bubble charts.
- The system shall provide the ability to generate histograms.
- The system shall provide the ability to generate tree maps.
- The system shall provide the ability to generate pie charts.
- The system shall provide the ability to generate Gantt charts.
- The system shall provide the ability to generate SANKEY charts.
- The system shall provide the ability to project multidimensional data attributes onto a two-dimensional image using the size, shape, and/or color of the object.
- The system shall provide the ability to include static, dynamic, and calculated reference lines.
- The system shall provide the ability to include trend lines and/or lines of best fit.
- The system shall provide the ability to define/include tool tips for any element on the screen.
- The system shall provide the ability to display customizable, dynamic, rich content in tool tips.
- The system shall provide the ability to display legends for all data series.
- The system shall provide the ability to assign and display axis labels.
- The system shall provide the ability to include more than one scale for the Y axis.
- The system shall provide the ability to customize units, scale, start/stop of each axis.
- The system shall provide the ability to customize axis text.
- The system shall provide the ability to dynamically customize axis titles.

- The system shall provide the ability to create geographic (map) visualizations.
- The system shall provide the ability to create custom geographic regions (e.g., school attendance zone boundaries).
- The system shall provide the ability to heatmap pre-defined boundary areas (e.g., US states, counties, zip codes).
- The system shall provide the ability to heatmap custom boundary areas defined by latitude/longitude or common GIS Shapefile formats.
- The system shall provide the ability to include bar/pie charts on geocoded points.

Filtering Data

- The system shall provide the ability to define/include single-value dropdowns, multi-value dropdowns, and dropdowns with built-in search ability.
- The system shall provide the ability to define/include sliders (e.g., to select a range of dates).
- The system shall provide the ability to define/include date pickers, check marks, and select buttons.
- The system shall provide the ability to search by text string.
- The system shall provide the ability to select when to apply filters (when changed or at the click of a button).
- The system shall provide the ability for a single filter to be applied across multiple graphs/charts/visualizations/dashboards (including across tabs/windows).
- The system shall provide the ability for end users to create advanced custom filters (e.g., multivariate comparisons using Boolean operators).
- The system shall provide the ability for the currently active filters to be displayed on-screen.
- The system shall provide the ability for end users to quickly reset the state of filters on a visualizations.

Dashboard Design

- The system shall provide the ability to combine multiple graphs/charts/tables into a single dashboard with linked and cascading parameters.
- The system shall provide a method by which dashboards can be emailed and used offline when not connected to the the District server.
- The system shall provide the ability to include hyperlinks within dashboards, reports, charts, and graphs.

- The system shall allow users to interact with individual visualizations on a dashboard, re-filtering data as needed, and all related visualizations on that dashboard will be re-rendered simultaneously.

Drilldown Capabilities

- The system shall provide the ability to drill down to the underlying data for a graph or chart.
- The system shall provide the ability to drill down to the underlying data for a graph or chart from the highest to the lowest grain of detail.
- The system shall provide the ability to drill down by clicking on cells in tabular data displays to more detailed displays of data selected by the visualization developer.
- The system shall provide chart linking with cascading parameters; drilldown access to a more detailed and developer selected subset of data when clicking on any element of the visualization (e.g., creation of information exploration paths).
- The system shall provide the ability to dynamically change a view when more information is required or a filter is applied on any part of the visualization.
- The system shall provide the ability to navigate to a different view, screen, tab, or URL when clicking on any visualization element (i.e. numbers, graphs, etc.), showing on the next view/screen only the data requested. The next view/screen must be a tab in the visualization, not a new browser session/tab.

USER INTERFACE REQUIREMENTS

General

- The system shall employ a web-based user interface.
- The system shall provide a graphical user interface to all features of the proposed solution that operate consistently on all common browsers (Internet Explorer, Firefox, Safari, Google Chrome).
- The system shall provide a common look and feel throughout the Respondent's solution.
- The system provides web based analysis and reporting tools that are easy to use and intuitive for users with all levels of technical skills. These tools provide the ability to create reports using easily learned folder paradigms and incorporate “drag and drop” capabilities.
- The system shall provide ADA accessibility mode.
- The system shall provide color blind mode.
- The system shall provide the ability to link user filters and graph filters.

- The system shall provide a unified toolset to produce, deliver, access, and use visualizations for consistency of the user experience.
- The system shall provide the ability for end users to undo actions in a visualization (e.g., undo last filter setting).
- The system provides workflow and alerting/notification systems to proactively deliver notices to users based on criteria they define through e-mail and wireless technologies.
- The system provides the ability to access any report via a web browser inside and outside the District.
- The system provides the ability to view reports on the computer screen, to print reports to a local printer, and to print reports on a remote/network printer.

Sharing, Bookmarking, and Customizing

- The system shall provide the ability for end users to create and save "favorite" visualizations.
- The system shall provide the ability for end users to create and save the state (e.g., filtered values) of "favorite" visualizations.
- The system shall provide the ability for end users to share links to visualizations and the state of filters with other employees.
- The system shall provide the ability for end users to share publicly accessible web links to visualizations and dashboards.
- The system shall provide the ability for end users to create automated electronic mailings of visualizations and/or dashboards on a schedule.
- The system shall provide the ability for end users to leave comments on visualizations and dashboards that are visible by other users.
- The designer shall have the ability to turn the Comment feature on or off.
- Comment visibility will be able to be controlled/restricted based on the user's role and group association in the system.
- The system shall provide the ability for users to make and share comments and collaborate with other users using the same view of a visualization.
- The system shall provide the ability for end users to create modified versions of existing visualizations that are customized using online, web-based tools.
- The system shall provide the ability to send alerts (e-mails, notifications) based on one or more metrics.

GENERAL TECHNICAL REQUIREMENTS

- The system shall allow multiple users to view the same data at the same time.
- The system shall be scalable to support future growth in processing, transaction rate, data storage, number of users accessing the system, and system performance.
- System administration will be executed through an easy-to-use graphical interface.
- The system shall provide application-level administrative methods, including audit trails and the ability to monitor and manage user access/utilization.
- The system shall include pre-built visualizations of system resources (e.g., memory, CPU, bandwidth) usage over time and visualization/report usage.
- The system shall provide authentication with Active Directory (AD).
- The system shall provide the ability to assign users to user groups.
- The system shall support role-based security controls, including system-defined security roles and a method to define new roles and refine access rules.
- Roles must include data level security based on user attributes when accessing reports.
- The system shall provide the ability to assign a default starting screen, module, etc. for each role.
- The system shall send electronic messages based on triggering events.
- The system shall send electronic messages with reports/visualizations generated on schedule.
- The system shall send screens/output directly from the application via electronic messaging.
- The system shall send e-mail traffic to the District's SMTP server for e-mail distribution.
- The system shall utilize iOS and Android App Technology to provide secure mobile access.
- The system shall enforce system user rights when using a mobile device.
- The system shall be supported on Chromebooks.
- The system shall support users with various operating systems: Windows, Mac, Chromebook.
- The system shall support the most current version of industry standard W3C compliant browsers, including Internet Explorer, Firefox, Safari, Google Chrome, and iOS and Android on mobile devices.